

PERSONALIZED LICENSE PLATE APPLICATION

Personalized license plate applications must be filled out in its entirety and signed by the applicant. Incomplete or unsigned applications will not be accepted.

Instructions

Step #1 – Fill in all vehicle owner name(s) and phone number(s). Names must appear as listed on vehicle registration.

Step #2 – Fill in legal Colorado address. This address is your registration address that is used to determine County of residence. If approved, the personalized plates will be shipped to the County of residence. If mailing address is different from the legal address fill in the mailing address. Mailing address is where all correspondence is sent.

Step #3 – Select vehicle type and plate type by making an "X" in the box next to choice. Only one vehicle type and one plate type may be chosen. Please refer to Vehicle Type, Plate Type and Fees of this section for assistance in helping to make a choice.

Step #4 – Indicate your choices (up to six). All choices must have a definition, explanation or meaning associated with it. Any that are missing will not be considered. Please refer to Personalization Standards in this section for assistance.

Step #5 – Sign and date application. Unsigned applications will not be processed and no notice will be sent to the applicant.

Vehicle Type

Vehicle type can be determined by looking at the vehicle registration and/or title. Certain vehicle types require special consideration and/or registrations before personalized plates can be issued to them. Please contact your County Motor Vehicle Office with any questions on vehicle types.

Plate Type

Designer – Designer plates are plates that are manufactured with a special graphics (scenic purple mountains) on the background of the plate. Designer plates are only allowed to be issued to passenger vehicles and light trucks that do not exceed 16,000 pounds empty weight. Designer personalized plates incur higher fees that are assessed annually. Please refer to Fees under this section.

Regular – Regular plates are the standard plates commonly referred to as the green and white plates.

Group Special – Group Special plates are plates authorized to be issued to a group of people because such people have a common interest or affinity. In addition to regular taxes and fees Group Special license plates require authorization from their corresponding sponsoring organization prior to being allowed to be issued the plates. Please contact your County Motor Vehicle Office for specific details on individual Group Special license plates. All Group Special personalized plate applications must be accompanied by the original certificate issued by the sponsoring organization. Any application that does not have the certificate will be denied.

Alumni – Alumni plates are plates authorized to be issued to an alumni association for a private or public college or university located within Colorado. In addition to regular taxes and fees Alumni license plates require authorization from their corresponding college or university prior to being allowed to be issued the plates. Please contact your County Motor Vehicle Office for specific detail on individual Alumni license plates. All Alumni personalized plate applications must be accompanied by the original certificate issued by the college/university. Any application that does not have the certificate will be denied.

Collector – Collector plates can only be issued to either: (a) Vehicles with a model year of 1975 or older, or (b) vehicles with a model year of 1976 or later that were registered with a 5 year collector series license plate prior to September 1, 2009 and is currently registered with the collector series plate. C.R.S. 42-12-101 (2)

Street Rod – Street Rod plates can only be issued to vehicles manufactured in 1948 or prior with a body design that has been modified for safe road use. A photocopy of the registration or title must accompany this application.

Call Letter – Call Letter plates are issued to vehicles where the owner is licensed by the Federal Communications Commission (FCC) to operate a amateur radio, standard radio, FM, television, or modification license. A copy of the Federal Communications Commission (FCC) license must accompany this application.

Fees

In addition to regular taxes and fees assessed by your County Motor Vehicle Office the fees listed below will be collected upon approval of the personalized license plate. **NO REFUNDS WILL BE ISSUED.** The Department will not honor a change of choice or spacing or a request for refund after payment has been received.

Personalized Designer

- \$85.00 Application Fee (one time)
- \$50.00 Renewal Fee (annually)
- \$13.00 Transfer Fee (each transfer)

Regular, Group Special, Alumni and Street Rod Personalized

- \$60.00 Application Fee (one time)
- \$25.00 Renewal Fee (annually)
- \$13.00 Transfer Fee (each transfer)

Call Letter – Amateur

- \$2.00 Application Fee (one time)
- \$2.00 Renewal Fee (annually)
- \$1.00 Transfer Fee (each transfer)

Call Letter – Commercial

- \$5.00 Application Fee (one time)
- \$5.00 Renewal Fee (annually)
- \$1.00 Transfer Fee (each transfer)

Personalization Standards

The Department may refuse to issue any combination of letters or numbers that carry connotations offensive to good taste and decency, are misleading, or duplicate any other license plate.

C.R.S. 42-3-211(5)

The only characters allowed on personalized plates are:

- English alphabet (upper case only)
- English numbers (excluding zero*)
- Blank spaces
- Dashes
- Periods

Only seven characters are allowed (six for motorcycle) to include blank spaces, dashes and periods.

The minimum amount of characters allowed are:

- Five for plates with numbers only
- Two for any other plate (all letters or combinations of letters and numbers)

Spaces, dashes, and periods count as a character. However, they do not change the configuration. Example: If ABC is taken, then A B C, A-B-C, and A.B.C. are also taken.

The following combinations are **NOT** allowed:

- 3 alpha, up to 4 numeric (AAA1234)
- Up to 5 numeric, 2 alpha (12345AA)
- 1 alpha, up to 6 numeric (A123456)
- 2 alpha, 2 numeric, 2 alpha (AA12AA)
- 2 numeric, 2 alpha, 3 numeric (12AA123)
- 1 alpha, up to 4 numeric, 1 alpha (A1234A)
- 1 numeric, 2 alpha, up to 4 numeric (1AA1234)
- Up to 5 numeric, 1 alpha, 1 numeric (12345A1)
- Up to 4 numeric, 2 alpha, 1 numeric (1234AA1)
- 1 alpha, 1 numeric, 1 alpha, 4 numeric (A1A1234)
- 2 numeric, 1 alpha, 2 numeric (12A12)
- Up to 6 numeric, 1 alpha (123456A)
- Up to 3 numeric, 3 alpha (123AAA)
- 3 alpha, up to 3 numeric (AAA123)

All emblems and/or logos will be removed from any personalized plate regardless of the number of characters allowed.

***The number zero (0) may be used for Call Letter plates only.**

Completed Applications

Completed applications should be mailed to:

**Department of Revenue
Motor Vehicle Registrations
Denver, Colorado 80261-0016**

DO NOT MAIL YOUR PAYMENT WITH YOUR APPLICATION. If approved you will receive correspondence stating fees, payment information and where to mail the payment.

Approved Applications

When a choice is approved, you will receive a Billing Notice requesting payment of the appropriate fee. When payment is received, an order will be placed to manufacture the plates. Manufactured plates will be sent to your County Motor Vehicle Office. Your County Clerk will notify you, by mail, that your plates are available to register your vehicle.

The County will hold your plates at your County Motor Vehicle Office for twelve months from the date the plates were received. If you do not pick up your plates within that twelve months, the plates will be destroyed and that configuration will be made available for issuance to another applicant. No refunds will be issued after payment is received. The Department will not honor a change of configuration or spacing after payment has been received.

If you move before you receive the license plates, give your new address to your County Motor Vehicle Office and the Colorado Motor Vehicle Registration Section. Failure to notify both agencies may cause delay or the loss of your personalized plate.

The renewal fee for subsequent years (see Fees) will be included on your renewal notice from your County Clerk. The fee to renew or transfer personalized plates will be assessed by your local County Motor Vehicle Office.

Denied Applications

Applications that are denied, based on, but not limited to the following, will be informed via mail correspondence. There is no appeals process for the denial of personalized plates.

Common Reasons for Denied Applications

- Offensive to the general public
- Misleading
- Duplicate Plate
- Conflicts with regular issued plate configurations
- Not an allowable combination
- Plate Issued to Someone Else
- Too Many Characters (up to 6 for Motorcycle, up to 7 all others)
- Special symbols (!, #, \$, %, * etc...) not allowed
- Minimum of five numbers required on all numeric plates
- Applicant does not have a valid Colorado address
- Zero's are not allowed
- Application Not Signed*
- Incomplete Application*
- Application requested a plate type that required a certificate, but no certificate supplied*
- Vehicle does not meet the qualifications for the plate type selected*

*A State Registrations Clerk may contact you via phone to attempt to correct the application.

DO NOT MAIL YOUR PAYMENT WITH YOUR APPLICATION.

Department Use Only – DO NOT WRITE IN THIS AREA						

STEP #1	Please use typewriter or print in black or blue ink – handwritten forms must be in block lettering.			
	Owner 1 Name (as it appears on the vehicle registration) (last, first, middle initial)			Daytime Phone Number
	Owner 2 Name (as it appears on the vehicle registration) (last, first, middle initial)			Daytime Phone Number
	Owner 3 Name (as it appears on the vehicle registration) (last, first, middle initial)			Daytime Phone Number
	Owner 4 Name (as it appears on the vehicle registration) (last, first, middle initial)			Daytime Phone Number

STEP #2	Legal Colorado Address (P.O. Boxes are not accepted)		City	State	ZIP
	Mailing Address (if different from Legal above)		City	State	ZIP
	County of Residence				

STEP #3	Select vehicle type and plate type below (only check one), if more than one is checked, the application will be rejected without notice. If none are checked default is the Regular Plates - Passenger/Motorhome.						
	DESIGNER (Green with Purple Mountains)	REGULAR (standard Green and White license plate)	GROUP SPECIAL *requires certificate from organization	ALUMNI *requires certificate from alumni association	COLLECTOR (vehicle must meet the definition of a collector vehicle. See Plate Type Section, page 1)	STREET ROD (vehicle must be manufactured in 1948 or prior)	CALL LETTER (requires FCC license)
	Passenger	Passenger/Motorhome	PLATE	PLATE	Passenger**	Passenger	Passenger
	Light Truck	Light Truck	<input type="checkbox"/> Alive at 25*	<input type="checkbox"/> Air Force Academy*	Tractor**	Light Truck	Light Truck
		Recreational Truck	<input type="checkbox"/> American Indian*	<input type="checkbox"/> Colorado College	Truck**	Recreational Truck	
		Farm Truck**	<input type="checkbox"/> Boy Scouts	<input type="checkbox"/> Colorado State*	Motorcycle**		
		Farm Tractor**	<input type="checkbox"/> Breast Cancer	<input type="checkbox"/> CSU-Pueblo*			
		Trailer	<input type="checkbox"/> Broncos Charities*	<input type="checkbox"/> Denver University*			
		Motorcycle	<input type="checkbox"/> Carbon Fund*	<input type="checkbox"/> Mesa State*			
		GVW Truck**	<input type="checkbox"/> Donate Life	<input type="checkbox"/> Metro State			
	GVW Tractor**	<input type="checkbox"/> Italian American	<input type="checkbox"/> Regis University*				
		<input type="checkbox"/> Kids First*	<input type="checkbox"/> School of Mines*				
		<input type="checkbox"/> Share the Road*	<input type="checkbox"/> University of Colorado*				
		<input type="checkbox"/> Ski Country USA	<input type="checkbox"/> Univ. of N. Colorado*				
		<input type="checkbox"/> Support Education*	<input type="checkbox"/> Western State				
		<input type="checkbox"/> Support The Horse*	VEHICLE TYPE				
		<input type="checkbox"/> Support the Troops*	<input type="checkbox"/> Passenger				
			<input type="checkbox"/> Light Truck				
			<input type="checkbox"/> Recreational Truck				
			<input type="checkbox"/> Farm Truck**				
			<input type="checkbox"/> Motorcycle				
	* If Group Special or Alumni is selected, an original certificate authorizing the issuance of the personalized plate from that organization/alumni must be attached to this application (certificate will not be returned).						
	** Special vehicle requirements must be met prior to authorization being granted.						

STEP #4	Indicate your first through sixth choices in the boxes below. It is not necessary to fill in all six choices. Your choices will be considered in the order listed. A definition/explanation/meaning of your choices must be listed for each choice, if missing, application will be denied. All personalization is centered on the plate (logos and symbols are always removed), please fill starting with left most box.							
		One letter and/or number per space per choice below						Explain the meaning of the characters you have chosen:
	#1							
	#2							
	#3							
	#4							
	#5							
#6								

STEP #5	Signature of Applicant	Date Signed
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